



**Tillamook Urban Renewal Agency**  
**210 Laurel Avenue**  
**Tillamook, Oregon 97141**

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**TURA Regular Meeting**  
**Thursday, May 13<sup>th</sup>, 2010**  
**5:30 P.M.**

**Board Members present:**

Chairman Don Hurd,  
Vice-Chair Suzanne Weber  
Sean Lambert  
Carolyn Decker  
Alene Allen  
Joe Martin

**Staff Present:**

Mark Gervasi: City Manager  
Debbi Reeves: Administrative Assistant

**Guests/Public:**

Martha McFadden; Leisha Mizze-Riggert; Terry Mizze; Katherine Meurer; John Janac, Farrah Regan, Chris Kell; Doug Henson

**Chairman Don Hurd** called the meeting to order at 5:30 P.M. **Reeves** did the roll call of the board members.

**Hurd** announced the first item on the agenda was approval of the minutes of the April 22<sup>nd</sup>, 2010 meeting and asked if there were any corrections or additions.

- **Martin** made a motion to approve the minutes of April 22<sup>nd</sup>, 2010 meeting as typed. **Decker** seconded the motion. Ayes were received by all members seated. The motion passed unanimously.

**Hurd** mentioned there was a change to the list of bills and that a new list had been handed out to the board for approval. He asked if there were any questions regarding the new list. **Hurd** asked for approval of the revised list of bills totaling \$1,208.49.

- **Weber** made a motion to accept the list of bills as revised in the amount of \$1,208.49. The motion was seconded by **Lambert**. Ayes were received by all board members and the motion passed unanimously.

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Agency Board Members:  
Don Hurd: Chairman; Vice Chair; Suzanne Weber  
Joe Martin, Carolyn Decker; Sean Lambert, Alene Allen  
City Administrator: Mark Gervasi, Staff: Debbi Reeves

**Hurd** asked if there were any public concerns or comments on Non-Agenda items and there were none.

**Decker** reported on the most recent Streetscapes meeting. The trash cans have been decided upon with a done type lid that can be locked. **Reeves** is waiting for the contract to order. **Decker** reported there were 3 new ladies attending the meeting. **Leisha Mizze-Riggert, Terry Mizze** and **Sue Petty**, all from **La-Tea-Dah**, were asked to participate in the Streetscapes committee. **Decker** mentioned she explained to the ladies what the committee is all about. **Allen** asked about the deposit on the litter cans and **Reeves** explained that has not been determined yet but should be on the contract.

**Hurd** asked **Gervasi** to explain and go over the supplemental budget process. **Gervasi** explained the agency has had a lot of activity and will need to do a supplemental budget to move the dollars into the different categories in the budget that are over. He went over the lines that are over and explained. He anticipates doing the supplemental budget at the June 10<sup>th</sup> meeting. **Hurd** and **Gervasi** met with **Marilyn Phegley**, CPA, last week and they went over the financials, discussing how to move the money.

**Hurd** then brought up some bills that had been presented by **John Janac** for work done on the IOOF building that needed to be paid. He would like the board to instruct the Contract Committee to meet as soon as possible to inspect and approve the payment of the 2 invoices. HM&V (exhaust system) for \$14,179.20 and Energized Electric for \$12,000. **Weber** and **Lambert** on the Contract Committee will meet tomorrow, May 14<sup>th</sup>.

**Hurd** brought up a motion made on April 22<sup>nd</sup> to approve the purchase of TURA brochures from Bell's Office Machine for \$250. He explained the brochures could not be purchase for this amount and would like the board to consider making a motion to approve staff to order brochures for not more than \$500. **Hurd** explained **Reeves** has been working with another company on the brochures. **Weber** asked who she was working with. **Reeves** said it was a company called Vista Print. **Weber** asked if a Coast Printing had done a quote and **Reeves** stated they had quoted around \$600 last summer. **Weber** would like a current quote from Coast Printing before making any decision and would like to stay local if at all possible. Consensus of the board was to get a bid from Coast Printing before making a final decision on brochures.

**Hurd** noted there was nothing new to report on the 1<sup>st</sup> Street Parking lot plans. **Gervasi** will contact the architect.

The next item on the agenda is the 2<sup>nd</sup> Street Public Market. **Hurd** explained **Janac** was to prepare a list of expenditures that need to be done prior to opening the Public Market. **Henson** presented data sheet, photos, an occupancy list, occupancy design and volunteer list. **Henson** and **Janac** explained the data sheet with the list of items to be completed needs some corrections in the amounts listed. The list was pulled together very fast and the dollars figures have changed. The list was gone over and discussed. **Janac** will prepare the list with more accurate figures for the May 18<sup>th</sup> Special Meeting.

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Agency Board Members:

Don Hurd: Chairman; Vice Chair; Suzanne Weber  
Joe Martin, Carolyn Decker; Sean Lambert, Alene Allen  
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**Henson** spoke about food vendors and their requirements for electrical and plumbing. The public restrooms were also discussed as well as the sound system. **Janac** spoke about the need to seal the outside bricks because of seepage. The core drilling and water connection was discussed and is a priority issue.

**Henson** mentioned several businesses in Tillamook are suffering in this economic time and the opening of the Public Market would revitalize the downtown area. He would like to see the occupancy permit issued as soon as possible.

**Hurd** noted the board would meet on May 18<sup>th</sup> and make a decision. A contract could be draw up quickly.

**Lambert** asked what exactly needs to be done, from the list, in order for the Public Market to open. Each line of the date sheet was discussed and explained by **Janac** and **Henson**. Electrical and plumbing must be done for occupancy.

**Henson** spoke about the percentage of occupancy, the delays that are affecting the occupancy and the need to get the Public Market open to generate business. He spoke about the volunteer hours and personal funding being spent by the vendors. He explained opening on Memorial Weekend is not looking like a possibility at this time.

**Allen** asked if Janac and the Public Market are asking for money at this time. **Hurd** said a determination should be made at the May 18<sup>th</sup> Special Meeting. He also mentioned **Janac** and **Henson** have invested a considerable amount of time and money into the project. **Henson** will prioritize the list of items to complete.

**Hurd** asked if there were any additional board concerns. There were none.

With no further business the meeting was adjourned by **Hurd** at 6:25 p.m.

Prepared by:  
Debbi Reeves  
Administrative Assistant

Reviewed by:

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Don Hurd – Chairman